

In order to submit an application through www.grants.gov, you must:

- Have an active DUNS number;
- Have an active System for Award Management (SAM) account in www.sam.gov;
- Be registered in www.grants.gov; and
- Be designated as your organization's AOR.

The registration process for all the above items **may take a month or more to complete.**

The electronic submission of your application must be made by the AOR of your institution who is registered with www.grants.gov and is authorized to sign applications for federal assistance. Refer to [Appendix 1](#) for specific instructions on how to apply through www.grants.gov.

If you do not have the technical capability to apply electronically through www.grants.gov because of limited or no Internet access which prevents you from being able to upload the required application materials to www.grants.gov, please refer to the procedures in [Appendix 1](#).

You should make every effort to complete the registration process in order to apply through www.grants.gov. However, if you are experiencing technical difficulties in applying through www.grants.gov because of operational or other issues related to COVID-19, you may request to submit the application by email. Email your request (which must include an explanation of the COVID-19 related issue you are experiencing and the specific reason you are unable to submit the application through www.grants.gov) and the complete application to Jerry Minor-Gordon (minor-gordon.jerry@epa.gov) by October 28, 2020 at 11:59 PM ET. Requests will be reviewed on a case-by-case basis. There is no guarantee EPA will accept the submission outside of www.grants.gov. **Requests received after October 28, 2020 at 11:59 PM ET will not be reviewed or considered.**

If you submit more than one application for the same, identical project (either in error or to replace a previously submitted application), EPA will only review the most recently received application for that project unless you notify Jerry Minor-Gordon (minor-gordon.jerry@epa.gov) and specify which application you want EPA to review.

IV.C. Content and Form of Application Submission

Applicants must submit separate applications for Community-wide Assessment, Site-specific Assessment, and Assessment Coalition Grants. Each application must stand on its own merits based on the responses to the relevant ranking criteria in [Section IV.E.](#) for the type of grant submitted and must not reference information in another application.

All application materials must be in English. The Narrative Information Sheet and the Narrative must be typed, single-spaced, on letter-sized (8.5 x 11-inch) paper, and should **use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size.** The Application Submission Checklist below outlines the documents to include in the application. Extraneous materials, including photos, graphics, and attachments not listed, will not be considered.

APPLICATION SUBMISSION CHECKLIST

<input checked="" type="checkbox"/> Federal application materials required by www.grants.gov (see Appendix 1)
<input checked="" type="checkbox"/> Narrative Information Sheet (2-page limit, single-spaced) (see Section IV.D.)
<input checked="" type="checkbox"/> Narrative Information Sheet Attachment: <ul style="list-style-type: none">○ Letter from the state or tribal environmental authority (see Section IV.D.8.)
<input checked="" type="checkbox"/> The Narrative, which includes responses to the ranking criteria (10-page limit, single-spaced) (see Section IV.E.) <ul style="list-style-type: none">○ Threshold Criteria Response (as an attachment(s)): <i>Community-wide Applications:</i><ul style="list-style-type: none">○ A statement of applicant eligibility if a city, county, state, or tribe (see Section III.B.1.)○ Documentation of applicant eligibility if other than a city, county, state, or tribe; e.g., resolutions, statutes, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section III.B.1.)○ Description of community involvement (see Section III.B.2.)○ Documentation of the available balance on each Assessment Grant; or an affirmative statement that the applicant does not have an active Assessment Grant (see Section III.B.3.) <i>Site-Specific Applications:</i><ul style="list-style-type: none">○ A statement of applicant eligibility if a city, county, state, or tribe (see Section III.B.1.)○ Documentation of applicant eligibility if other than a city, county, state, or tribe; e.g., resolutions, statutes, documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section III.B.1.)○ Description of community involvement (see Section III.B.2.)○ Documentation of the available balance on each Assessment Grant; or an affirmative statement that the applicant does not have an active Assessment Grant (see Section III.B.3.)○ Basic site information (see Section III.C.1.)○ Status of history of contamination at the site (see Section III.C.2.)○ An affirmative statement that site meets the definition of a brownfield site (see Section III.C.3.)○ Information on enforcement or other actions or an affirmation that there are no enforcement or other actions (see Section III.C.4.)○ Property-specific determination information or an affirmative statement that a Property-Specific determination is not required (see Section III.C.5.)○ Property ownership eligibility information for hazardous substances sites, if applicable (see Section III.C.6.a.)○ Property ownership eligibility information for petroleum sites, if applicable (see Section III.C.6.b.)○ Waiver request of the \$200,000 limit, if applicable (see Section III.C.7.)

Assessment Coalition Applications:

- A statement of lead entity applicant eligibility if a city, county, state, or tribe (see [Section III.B.1.](#))
- Documentation of lead entity applicant and coalition member eligibility if other than city, county, state, or tribe; e.g., resolutions, statutes, documentation of 501(c)(3) tax-exempt status or qualified community development entity (see [Section III.B.1.](#))
- A signed letter of commitment from each coalition member or an active Memorandum of Agreement, if applicable (see [Section III.B.1.](#))
- Description of community involvement (see [Section III.B.2.](#))
- Documentation of the available balance on each Assessment Grant; or an affirmative statement that the applicant does not have an active Assessment Grant (see [Section III.B.3.](#))

IV.D. Narrative Information Sheet

The Narrative Information Sheet must address the information below and shall not exceed two, single-spaced pages. Any pages submitted over the page limit will not be considered. Applicants are to submit a separate Narrative Information Sheet with each application. EPA does not consider information in the Narrative Information Sheet to be responses to the ranking criteria. Each Narrative Information Sheet must be on the applicant's official letterhead.

1. Applicant Identification Provide the name and full address of the entity applying for funds. This is the agency or organization that will receive the grant and be accountable to EPA for the proper expenditure of funds.
2. Funding Requested
 - a. Assessment Grant Type Indicate "Community-wide," "Site-specific," or "Coalition."
 - b. Federal Funds Requested
 - i. \$ _____ (Include requested amount. Refer to [Summary of Assessment Grant Options](#) funding limits for each grant type.)
 - ii. Indicate if you are requesting a Site-specific Assessment Grant waiver of the \$200,000 limit.
3. Location Provide the a) city, b) county, and c) state or reservation, tribally owned lands, tribal fee lands, etc., of the community(ies) that you propose to serve. For Assessment Coalition Grants, list all jurisdictions to be covered by all coalition members under the application.
4. Property Information for Site-Specific Applications Provide the property name and complete site address, including zip code.
5. Contacts
 - a. Project Director Provide the name, phone number, email address, and mailing address of the Project Director assigned to this proposed project. This person should be the main